

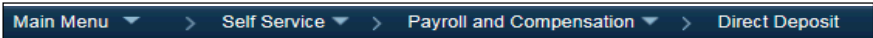
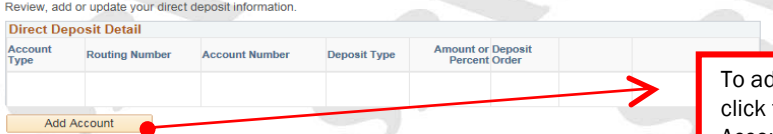


Personnel Policy 12.11: Pursuant to Section 101 of Act #4 of the Legislative Acts of 2009, all employees of the State of Vermont are required to receive their pay via Direct Deposit.

This guide has been developed to assist employees with the set-up and maintenance of their direct deposit accounts in Employee Self Service (ESS).

Contact the VTNR Helpdesk either by phone (802-828-6700) or email ([vthr.helpdesk@vermont.gov](mailto:vthr.helpdesk@vermont.gov)) for additional assistance. A representative is available Monday through Friday 7:45 a.m. – 4:30 p.m.

	Instructions for 1 <sup>st</sup> Time Addition of a Balance Account
<b>Log into VTNR</b>	<p>Access the Log-In Screen: <a href="http://humanresources.vermont.gov/">http://humanresources.vermont.gov/</a></p>  <div style="border: 2px solid red; padding: 5px; margin-left: 10px;"> <p>Sign in using your 5-digit employee ID Number and system password</p> </div>
<b>Add a Balance Account</b>	<p> All employees are required to have 1 Balance Account which is the account your entire net pay is deposited to.</p> <p>Once logged in, navigate to:</p>  <p>First time logging into ESS, your Direct Deposit Detail will be blank</p> <p>Review, add or update your direct deposit information.</p>  <div style="border: 2px solid red; padding: 5px; margin-left: 10px;"> <p>To add an account, click the "Add Account" button.</p> </div>

Complete all fields with your bank account details.

~~ For help locating the Routing and Account number, click on View Check Example ~~

Direct Deposit

**Add Direct Deposit**

Roger Rabbit

**Your Bank Information**

Routing Number:

[View check example](#)

**Distribution Instructions**

Account Number:

\*Account Type:

\*Deposit Type:

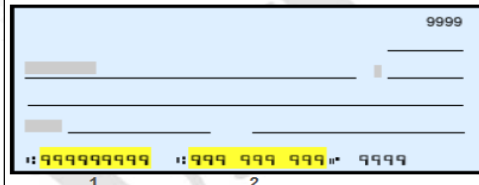
Amount:

\*Deposit Order:

(Example: 1 = First Account Processed)

Submit

**Check Example**



1 - Routing Number  
2 - Account Number

Click 'Return' to return to Add Direct Deposit details.

Return

**Routing Number**  
Enter the 9-Digit routing number associated to your Bank.

To validate,  
Click on the hour glass.  
Results display bank name and location

**Your Bank Information**

Routing Number: 121000358



[View check example](#)

**Distribution Instructions**

Account Number:

12345678

\*Account Type:

Checking

\*Deposit Type:

Balance

Amount:

\*Deposit Order:

999

(Example: 1 = First Account Processed)

Submit

**Look Up Routing Number**

Search by: Bank ID begins with 121000358

Look Up Cancel Advanced Lookup

Search Results

Bank ID	Bank Name	Address Line 1	City	State	Postal Code
121000358	Bank of America	PO Box 37176	San Francisco	CA	94137-5176

	<p><b>Account Number</b> Enter your bank account number</p> <p><b>Account Type</b> From the drop down arrow, choose either Checking or Savings</p> <p><b>Deposit Type</b> Balance</p> <p><b>Deposit Order</b> 999 is automatically populated</p> <div data-bbox="711 262 1339 709"> <p><b>Your Bank Information</b></p> <p>Routing Number: <input type="text" value="121000358"/> <a href="#">View check example</a></p> <p><b>Distribution Instructions</b></p> <p>Account Number: <input type="text" value="12345678"/></p> <p>*Account Type: <input type="text" value="Checking"/></p> <p>*Deposit Type: <input type="text" value="Balance"/></p> <p>Amount: <input type="text"/></p> <p>*Deposit Order: <input type="text" value="999"/> (Example: 1 = First Account Processed)</p> <p><input type="button" value="Submit"/></p> </div>
	<p><b>Validate your entry before hitting the 'Submit' button as only one (1) entry per day can be made.</b></p>
	<p><b>Submit</b> Click to submit direct deposit</p> <div data-bbox="711 989 1339 1444"> <p><b>Your Bank Information</b></p> <p>Routing Number: <input type="text" value="121000358"/> <a href="#">View check example</a></p> <p><b>Distribution Instructions</b></p> <p>Account Number: <input type="text" value="12345678"/></p> <p>*Account Type: <input type="text" value="Checking"/></p> <p>*Deposit Type: <input type="text" value="Balance"/></p> <p>Amount: <input type="text"/></p> <p>*Deposit Order: <input type="text" value="999"/> (Example: 1 = First Account Processed)</p> <p><input type="button" value="Submit"/></p> </div>

The following message is received if your submit was successful.

As changed in UAT:

**Direct Deposit  
Submit Confirmation**

☒ The Submit was successful.

**OK**

Click "Ok"  
to continue

Clicking "OK" returns you to the Direct Deposit Screen showing the added Balance Account

Review, add or update your direct deposit information.

**Direct Deposit Detail**

Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order		
Checking	121000358	XXXX5678	Balance	999	<b>Edit</b>	<b>Delete</b>

**Add Account**

## Email Confirmation

Employees whose ESS Profile is up to date with an accurate email address will receive an email confirming changes made to Direct Deposit account(s).

Profile should be updated *before* making any changes in ESS.



**General Profile Information**

Email			Personalize	Find	First	1 of 1	Last
Primary Email Account	Email Type	Email Address					
<input checked="" type="checkbox"/>	Work	roger.rabbit@vermont.gov					

## Add an Amount Account

To distribute a specific amount from your pay to a desired checking or savings account.

Log in to VTHR (see instructions above) and click on “Add Account”

Review, add or update your direct deposit information.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent	Order	
Checking	121000358	XXXX5678	Balance		999	<a href="#">Edit</a> <a href="#">Delete</a>

[Add Account](#)

Enter your bank account information.

~~ Routing Number, Account Number & Account Type (Checking or Savings)

[Direct Deposit](#)

[Add Direct Deposit](#)

Your Bank Information

Routing Number:  [View check example](#)

Distribution Instructions

Account Number:

\*Account Type:

\*Deposit Type:

Amount:

\*Deposit Order:  (Example: 1 = First Account Processed)

[Submit](#)

Deposit Type – Select  
'Amount' from the  
drop down box

Next, enter the specific amount of money to be deposited from your pay:

[Direct Deposit](#)

[Add Direct Deposit](#)

Your Bank Information

Routing Number:  [View check example](#)

Distribution Instructions

Account Number:

\*Account Type:

\*Deposit Type:

Amount:

\*Deposit Order:  (Example: 1 = First Account Processed)

[Submit](#)

Finally, enter a number in the “Deposit Order” from 1-998. This number establishes the priority in which your money will be deposited, with #1 being the first account processed.

[Direct Deposit](#)

[Add Direct Deposit](#)

**Your Bank Information**

Routing Number:  [View check example](#)

**Distribution Instructions**

Account Number:

\*Account Type:

\*Deposit Type:

Amount:

\*Deposit Order:  (Example: 1 = First Account Processed)

[Submit](#)

Review your entry to be sure data was entered correctly.

**~~ Remember only 1 entry per day is permitted ~~**

**Your Bank Information**

Routing Number:  [View check example](#)

**Distribution Instructions**

Account Number:

\*Account Type:

\*Deposit Type:

Amount:

\*Deposit Order:  (Example: 1 = First Account Processed)

Click **Submit**

[Submit](#)

The following message is displayed:

### Direct Deposit Submit Confirmation



The Submit was successful.

OK

Clicking “OK” will return you to the Direct Deposit screen displaying added account details

#### Direct Deposit Detail

Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order		
Savings	121000358	XX6789	Amount	\$100.00 1	Edit	Delete
Checking	121000358	XXXX5678	Balance	999	Edit	Delete

Add Account

## Edit an Existing Amount Account

To change any information entered, click the “Edit” button for the account in which you would like to make changes:

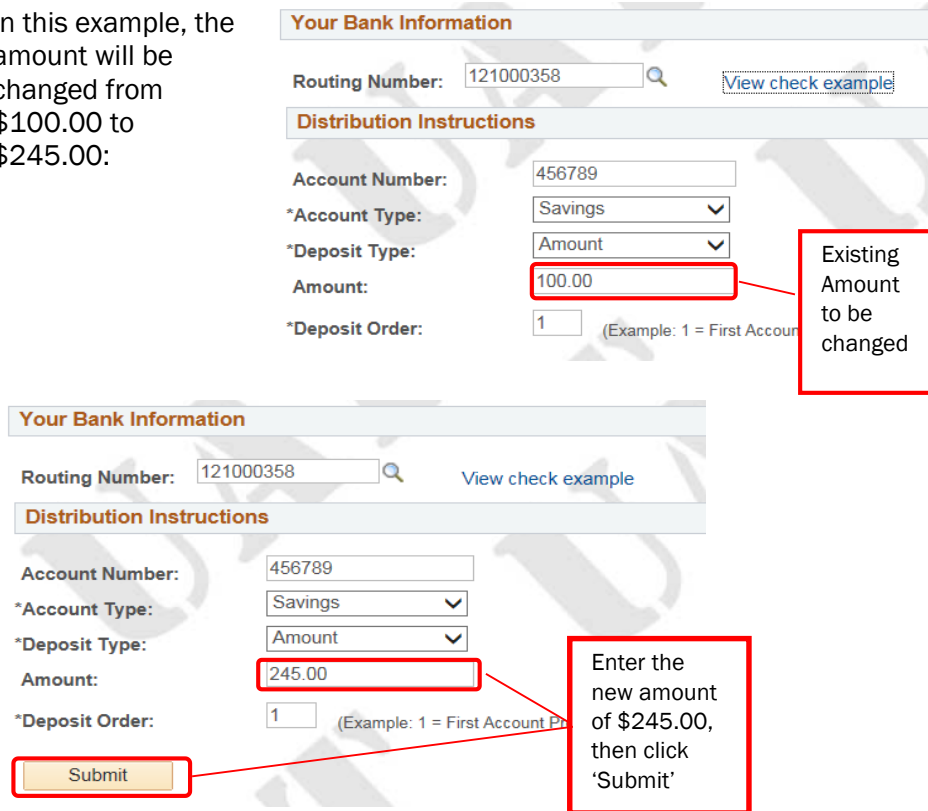
#### Direct Deposit Detail

Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order		
Savings	121000358	XX6789	Amount	\$100.00 1	Edit	Delete
Checking	121000358	XXXX5678	Balance	999	Edit	Delete

Add Account

Your account information is now ready for you to 'Edit' or change.

In this example, the amount will be changed from \$100.00 to \$245.00:



**Your Bank Information**

Routing Number: 121000358 [View check example](#)

**Distribution Instructions**

Account Number: 456789

\*Account Type: Savings

\*Deposit Type: Amount

Amount: 100.00

\*Deposit Order: 1 (Example: 1 = First Account)

**Your Bank Information**

Routing Number: 121000358 [View check example](#)

**Distribution Instructions**

Account Number: 456789

\*Account Type: Savings

\*Deposit Type: Amount

Amount: 245.00

\*Deposit Order: 1 (Example: 1 = First Account)

**Submit**

The following message is displayed:

As changed in UAT:

**Direct Deposit  
Submit Confirmation**

✓ The Submit was successful.

**OK**

Clicking "OK" will return you to the Direct Deposit screen displaying added account details

**Direct Deposit**  
Roger Rabbit

Review, add or update your direct deposit information.

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent	Order		
Savings	121000358	XX6789	Amount	\$245.00	1	<a href="#">Edit</a>	<a href="#">Delete</a>
Checking	121000358	XXXX5678	Balance		999	<a href="#">Edit</a>	<a href="#">Delete</a>



## Edit an Existing Balance Account

To change your existing Balance Account to a different Bank, different Bank Account number or Account Type.

Click on the Edit button for your balance account.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order		
Savings	121000358	XX6789	Amount	\$100.00 1	<a href="#">Edit</a>	<a href="#">Delete</a>
Checking	121000358	XXXX5678	Balance	999	<a href="#">Edit</a>	<a href="#">Delete</a>
<a href="#">Add Account</a>						

Your account information is now ready for you to 'edit' or 'change'.

In this example, the Bank is changed to VSECU. Therefore both the Routing and Bank Account Numbers need to be changed:

[Direct Deposit](#)

[Change Direct Deposit](#)

Benjy Hodgdon

**Your Bank Information**

Routing Number:

[View check example](#)

**Distribution Instructions**

Account Number:

\*Account Type:

\*Deposit Type:

Amount:

\*Deposit Order:  (Example: 1 = First Account Processed)

[Submit](#)

\* Required Field

[Return to Direct Deposit](#)

Routing  
and  
Account  
Numbers  
Changed

Account  
type did  
not  
change

Review your entry to be sure data was entered correctly.

~~ Remember only 1 entry per day is permitted ~~

Click **Submit**

[Direct Deposit](#)  
[Change Direct Deposit](#)  
Benjy Hodgdon

**Your Bank Information**

Routing Number:  [View check example](#)

**Distribution Instructions**

Account Number:

\*Account Type:

\*Deposit Type:

Amount:


\*Deposit Order:  (Example: 1 = First Account Processed)

**Submit**

\* Required Field

[Return to Direct Deposit](#)

[Direct Deposit](#)  
**Submit Confirmation**

 The Submit was successful.

**OK**

### Multiple Changes

If multiple changes on the same day are attempted, the following message will appear on your Direct Deposit Detail screen and the 'Edit', 'Delete' and 'Add Account' buttons are greyed out or inaccessible for the remainder of that day:

Review, add or update your direct deposit information.

Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order		
Savings	121000358	XX6789	Amount	\$100.00 1	<a href="#">Edit</a>	<a href="#">Delete</a>
Checking	121000358	XXXX5678	Balance	999	<a href="#">Edit</a>	<a href="#">Delete</a>

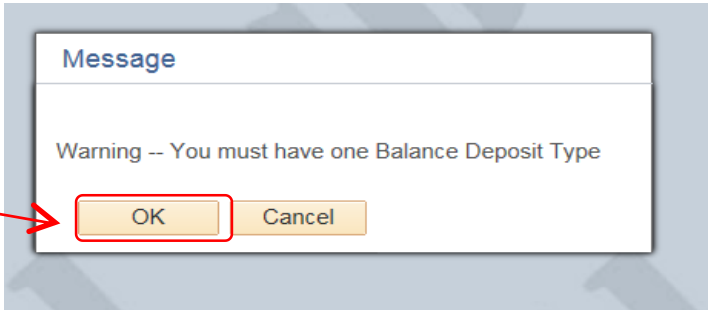
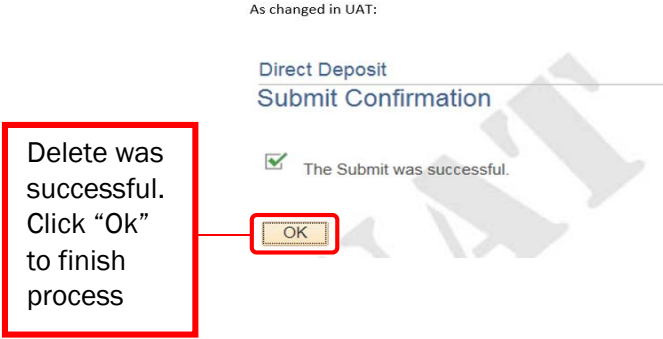
[Add Account](#)

Multiple direct deposit changes are not allowed in the same day. As you have already entered a direct deposit change today, please try again tomorrow.

Page 10 of 12

4/5/2016

	<p>Hint ~~ To accomplish making multiple changes on the same day, do not leave the Direct Deposit page. You will likely get the following 'warning':</p> <div><div>Message</div><div>Warning -- You must have one Balance Deposit Type</div><div><div>OK</div><div>Cancel</div></div></div> <p>Simply click "OK" to continue</p>																												
Delete Amount Account	<p>From the Direct Deposit Detail screen, select the 'Amount' account you wish to delete. This process will stop the amount from being deposited to that account and all net pay will be deposited to your Balance account.</p> <div><div>Direct Deposit</div><div>Roger Rabbit</div><div>Review, add or update your direct deposit information.</div><table><tr><th colspan="7">Direct Deposit Detail</th></tr><tr><th>Account Type</th><th>Routing Number</th><th>Account Number</th><th>Deposit Type</th><th>Amount or Deposit Percent Order</th><th></th><th></th></tr><tr><td>Savings</td><td>121000358</td><td>XX6789</td><td>Amount</td><td>\$245.00 1</td><td>Edit</td><td>Delete</td></tr><tr><td>Checking</td><td>121000358</td><td>XXXX5678</td><td>Balance</td><td>999</td><td>Edit</td><td>Delete</td></tr></table></div> <p>Click on 'Delete' to remove the distribution entirely from your Direct Deposit set up</p>	Direct Deposit Detail							Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order			Savings	121000358	XX6789	Amount	\$245.00 1	Edit	Delete	Checking	121000358	XXXX5678	Balance	999	Edit	Delete
Direct Deposit Detail																													
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order																									
Savings	121000358	XX6789	Amount	\$245.00 1	Edit	Delete																							
Checking	121000358	XXXX5678	Balance	999	Edit	Delete																							
	<p>System will prompt you asking if you are sure you want to delete the account.</p> <div><div>Direct Deposit</div><div>Delete Confirmation</div><div>?</div><div>Are you sure you want to delete this Deposit Account: 456789?</div><div><div>Yes - Delete</div><div>No - Do Not Delete</div></div></div> <p>Click on "Yes" to delete and continue</p>																												

	<p>System will display this warning message</p> <p>Since the Balance account is not being deleted, click "Ok" to continue</p> 
	<p>The following message is displayed:</p> <p>As changed in UAT:</p> <p>Direct Deposit Submit Confirmation</p> <p>✓ The Submit was successful.</p> <p>Delete was successful. Click "Ok" to finish process</p> 
<b>Delete Balance Account</b>	<p>As stated at the beginning of this guide, all employees are required to have a Balance Account. Only Delete a Balance account when a new account will be added.</p>